

SECRET

(15)

1430-1600

Selection and Award of Contract

25X1

All documentation supporting the award contained in the procurement files must be in compliance with Agency regulations and conform to Federal procurement practices. The presenter will address procurement policies applicable to the selection and award of a contract.

DAY 18 - 25 JLY

25X1

0830-0930

Review and Discussion

0930-0930

Assignment

Our speaker will discuss the role of the contract officer/technical representative (COTR) and show a film illustrating the importance of contract administration to the success of the program.

0930-1130

System Compliance and Performance Measurement

25X1

Project officers must review technical performance related to the contract by maintaining adequate records and by periodic plant inspections to ensure the proposed milestones are being met in accordance with the contract schedule.

1130-1230

Contract Modifications

25X1

Changes in contract terms and conditions can affect the objectives of a contract in many ways. Our speaker will describe both good and bad contract changes and how to handle them.

1230-1330

LUNCH

25X1

1330-1445

Terminating For Default Or For The Convenience of the Government

Our presenter will describe conditions applicable to both types of terminations. The class will be asked to respond to a questionnaire which also serves as a check list of contract status indicators.

1445-1530

Payment

25X1

The program manager must be kept up-to-date on the status of his project. The presenter will discuss ways in which the project officer can alert the program manager and help resolve any problems impacting on payment of the contract.

SECRET

(16)

1530-1600 Final Review and Summary

25X1

The instructor will review and summarize the major points covered in the past four days.

DAY 19 - 26 JULY  
TRAVELLING OVERSEAS WITH THE DS&T

Knowing how to prepare for a trip overseas and how to act when you get there were topics frequently suggested for this program during the needs assessment phase. In fact, many of you will probably be preparing for a trip overseas sooner than you might expect, especially if you are bound for OIS, OSO, or FBIS. In order for you to better prepare for this eventuality, we are going to spend the next two days discussing various aspects of overseas travel.

0830-0900 Administration

25X1

0900-0945 What Concerns Do I Have?

During this period, we will discuss your concerns about an overseas assignment. Lecturers will be asked to respond to these concerns.

1000-1130 Processing for Overseas

25X1

The speaker will elaborate on the key steps involved in processing out for an overseas assignment.

1130-1230 LUNCH

25X1

1345-1445 Where to Get Help

FEL0

25X1

The more you know about your destination, the better prepared you will be to plan your travel and avoid problems. One source of useful information is the Family Employee Liaison Office. Our speaker will

SECRET

(17)

explain the information available and how you can best exploit the FELO resources. She will also cover services available to the family while the officer is TDY much of the time.

1500-1600 Medical Care Overseas

OMS

Our speaker will describe the medical facilities and counseling available to employees and dependents abroad. Those elements unique to overseas living and the stresses involved in extensive travel will be discussed along with coping with "remote" posts.

DAY 20 - 29 JULY0830-0930 Legal Considerations and Taxes

25X1

OGC

The speaker will review the legal documents that you should have prior to departure and alert you to their utility and limitations. He will also discuss tax and other legal responsibilities while overseas.

0945-1045 Claims

25X1

OL

Suppose your personal and/or household effects are lost, damaged, or destroyed! Suppose your overseas residence is burglarized! Who is responsible to whom for what? Our speaker will address these and related questions.

1100-1200 "How to Read a Foreigner" (Videotape)

25X1

This is an interesting, enlightening, and highly entertaining discussion of the peculiarities of communications in different countries and cultures, with emphasis on gestures and body language as well as the spoken word.

1200-1300 LUNCH

25X1

1300-1400 "How to Read a Foreigner"-II1415-1615 Cultural Shock

Our speaker will describe the normal stages and symptoms related in moving to a different culture and will discuss styles of coping with these stresses.

SECRET

SECRET

(18)

DAY 21 - 30 JULY  
S&T RESEARCH PROJECT

0830-1600 Research Project Class

DAY 22 - 31 JULY  
S&T RESEARCH PROJECT

0830-1600 Research Project Class

DAY 23 - 1 AUGUST  
SECURITY IN THE DS&T

The importance of security to the Agency and the DS&T is obvious, but what exactly does the word mean, and which security considerations are the most critical for the directorate? As you can tell from the subjects we've selected below, security plays a major role in a wide range of DS&T activities. Our guests will describe what this role is and explain how security safeguards these activities.

0330-1045 Communications Security & TEMPEST

25X1

DC/Comsec Div

Secure communications means a lot more than being careful of what you say on the "black line." Our speaker will explain and demonstrate what good communications security really involves.

1100-1200 Compartmentation and Codewords

25X1

What's the reasoning behind all the special accesses? Aren't we all "cleared" as Agency employees? Our speaker will discuss the reasoning behind special accesses and how they are employed by the intelligence community.

1200-1300 LUNCH1300-1400 Contract and Liaison Considerations

25X1

OL/Security

Contractual and liaison relationships pose special security problems. Our speaker will address these problems and suggest the proper ways of operating in this environment.

1400-1630 Profile of a Traitor

FBI

Kampiles, Boyce, Lee, et. al.--they all had extensive background investigations and were given clean bills of health. What went wrong?

SECRET

(19)

Extensive research is being done on that question. We will learn what has been learned about their personalities and backgrounds that was not apparent before and how that information is being applied to improving security procedures.

DAY 24 - 2 AUGUST

**0830-0945      Project Briefings and Critiques**

## Class, Staff, and Guests

The participants will present short briefings on the results of their research projects.

## PARTING SHOTS

Over the past several weeks, you've been exposed to concepts, information, and theory, you've heard the gospel from the experts, and you've practiced critical skills. This final segment of the program is devoted to discussion of those things we've left out; those things you can't learn in the classroom. For example, what does it "really" take to succeed in the DS&T? What can you "really" expect from a DS&T career?

## 1000-1100 Career Pathing in the DS&T

C, CDS/DS&T

Our speaker will discuss what you, as a new DS&T officer, can expect during the course of your career and some of the options and opportunities which will be open to you.

1100-1330 CLASS LUNCHEON

25X1

## 1330-1430 Intangibles of Success in the DSGF

O.K. Training has given you a good foundation to start your careers as DSGT officers. Now, what else does it take to "make it?"

1445-1515 DDS&T's Remarks and Certificates

R.E. Hineman  
DDS&T

### 1515-1530 Final Administration

25X1

SECRET

DIRECTORATE OF SCIENCE AND TECHNOLOGY  
CAREER TRAINEE COURSE

COURSE OBJECTIVES

GOAL: To provide the skills and knowledges necessary to make the DS&T career trainee embarking on his first assignment as productive as possible in as short a time as possible and to provide the basis for a mutually satisfying employment experience.

Upon completion of the Career Trainee Course, the DS&T CT will be able to:

1. Describe in a short narrative what the DDS&T envisions for directorate in the next decade.
2. List two future collection systems now under design and briefly describe their functions/missions.
3. List at least three areas in which emerging technologies could impact on the intelligence community in the future.
4. State the general mission of DARPA and briefly describe at least one area of activity in which the organization is involved.
5. Describe which phase(s) of the intelligence cycle each of the six DS&T offices is involved in.
6. Outline the basic steps in the requirements process.
7. Describe briefly the basic missions of the Intelligence Community Staff and the NRO and how they relate to the Agency.
8. Briefly describe at least one area of interaction between the government (civilian and military) and private industry.
9. List at least two forecasting successes and/or failures and briefly describe what was learned from them.
10. List at least three areas of critical concern to the Agency in the S&T forecasting arena.
11. Given a list of available files and data bases, briefly describe what each contains and how it may be accessed.
12. Given a topic, conduct a research project which produces, as a result, a research paper (minimum five pages, double-spaced), a bibliography, and a short (5-7 minute) briefing on the results.
13. Identify and overcome cognitive biases that influence thinking and analysis.
14. Conceptualize and organize problems and apply creative techniques to solving those problems.

(2)

15. Apply utility and probability techniques to problems.
16. Identify group and institutional inhibitors to achieving goals and develop skills to overcome those inhibitors.
17. Be able to develop and deliver a briefing, to include graphics, on a technical subject to a non-technical audience which effectively conveys the major points previously identified.
18. Produce a finished written product on a technical subject, acceptable to the instructor, which reflects good documentation, audience analysis, rhetorical purpose, design, evaluation, and structuring.
19. Outline and briefly describe, in order, the basic steps and phases involved in the contract process from the generation of a requirement to the final satisfaction of that requirement.
20. List the key steps which must be taken in processing for an overseas assignment.
21. Describe at least two ways cover can be made more effective overseas and in transit.
22. Name at least three sources of information on the situation, facilities, etc. at any overseas post or TDY point.
23. Briefly describe what steps must be taken to safeguard your property overseas so that, in the event of loss or damage, a claim will be allowed.
24. Briefly describe what steps to take in the event medical care is required while TDY overseas.
25. List the stages of "mind" in moving to a different culture and give at least one positive way of "coping" with each stage.
26. Briefly describe at least three aspects of communications security and define TEMPEST.
27. Briefly explain the reasons for special access/compartmentation.
28. Name at least two functions/services performed by the DS&T Career Development Staff.

Attachment 3

RELATIONSHIP OF HIGH VALUE SUBJECTS  
FROM THE NEEDS ASSESSMENT  
TO THE CAREER TRAINEE COURSE

HIGH VALUE FOR EOD-LEVEL EMPLOYEES

- o 40 Topics From Needs Assessment Rated 3 or Higher
  - o 22 of These Topics are Covered in the CTC
    - o Of the 18 Not Covered:
      - 7 are covered in CTDC
      - 8 are area/country specific

The three other subjects not covered are:

Time Management (3.66)

Accountability Procedures (3.18)--This is actually covered briefly in the segments on Foreign Travel and the Contract Process.

Building Non-Computer Based Files (3.01)

HIGH VALUE FOR MID-LEVEL EMPLOYEES

- o 55 Topics From the Needs Assessment Were 3 or Higher
  - o 27 of Those Topics are Covered in CTC
    - o Of the 28 Not Covered:
      - 5 are Area/Country Specific
      - 5 are Covered in CTDC

We selected those mid-level skills judged as most helpful to new DS&T professionals who will be assuming increasing responsibilities:

- o Contract Related Topics
- o Collection Requirements Management and Processing
- o Military/Industrial/Government Relations
- o Roles of Major Intelligence Community Organizations